## Overall Management (Managerial Actions and Competencies) FY 02-3

**Form C-1**

*(See p. 11 for detailed instructions)*

Factor Weight | Points (from C-2) | Weighted Score

**Strategic Planning/Organizing and Managing Work**
Develops realistic goals consistent with departmental mission
Establishes unit plans, monitors and adjusts effectively

**Leading and Managing Change/Flexibility/Innovation**
Develops new ways to deal with problems and opportunities
Promotes acceptance and implementation of change
Works well in ambiguous situations

**Developing a Successful Team/Managing Human Resources**
Recommended weight is at least 20%

Assures staff understands vision and responsibilities
Assigns work to reflect utilization of employee skills
Provides for staff development
Delegates effectively
Seeks employee input in decision-making
Leads by example
Evaluates subordinates and follows up appropriately
Complies with bargaining contracts, EEO policies, rules, etc.

**Promoting Safety/Minimizing Loss due to Accidents**
Establish Safety Target, see User's Manual, p. 24-26
Prior year SI [ ]          Target SI [ ]

**Budget Formulation and Fiscal Management**
Recommended weight is at least 15%

Budget estimates are realistic and conform to requirements
Expenditures are prudent, seeks efficiencies and cost containment
Initiates revenue enhancement

**Problem Solving/Decision Making/Technical Know How**
Decisions are sound, realistic, based on appropriate info
Makes decisions on a timely basis
Decisions reflect appropriate knowledge of subject area
Exhibits prudent risk-taking

**Customer Focus/Client Orientation**
Recommended weight is at least 20%

Provides timely, quality service to customers
Uses customer feedback to improve operations
Proactive in customer service

**Communication**
Good oral and written communication, listens effectively
Keeps affected parties informed

**Building Partnerships**
Participates in mutually beneficial partnerships
Supports staff in the development of partnerships

**Interpersonal Skills**

**Self Starter**

**Total (weight total must equal 100)**          **Weighted Score Total =** [ ]